

TITLE: Burlew Medical Library

Reference: MOI - 510

MANUAL: Administrative Manual

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**I. PURPOSE:**

To describe the services offered by the Burlew Medical Library. Burlew Medical Library provides a staffed medical library Monday-Friday 8:30 a.m. to 5:00 p.m. The library is closed on major holidays and weekends. After-hours access is available to physicians, employees and residents by checking out the key through Security. Burlew Medical Library also offers a web site at <http://www.burlewmedicallibrary.org>. Sections of the web site are devoted to consumer health and are not password protected; these sections are available to patients, families and the public. To obtain an ID and password for the professional-level sections of the library's web site, call the library. Burlew Medical Library provides an onsite collection of approximately 10,000 books, 600 journal titles and 1,000 audiovisual materials in areas that support the hospital's primary product lines and related subjects such as hospital administration, bioethics, etc. Collection strengths exist in pediatrics, orthopedics, oncology and nursing.

**II. Description of Service::**

**A Circulation:**

With the exception of reference materials, books circulate for three weeks while journals and most audiovisual materials circulate for one week. Library materials may be renewed in person or over the telephone, providing a hold had not been placed on the items to be renewed. Overdue notices are sent to delinquent patrons; prompt return of library materials is essential to optimum service. Materials long overdue are billed for current replacement cost plus a \$10.00 service charge item.

NEW June 2001 (DATE) SUPERCEDES \_\_\_\_\_ (DATE) DELETED \_\_\_\_\_ (DATE)

INITIATED BY: <b>Burlew Medical Library</b>	DATE <b>July 1999</b>	INTERDISCIPLINARY PRACTICE COMMITTEE (if applicable)	DATE
DEPARTMENTAL APPROVAL:	DATE	POLICY & PROCEDURE COMMITTEE (if applicable) <b>Policy &amp; Procedure Committee</b>	DATE <b>July 1999</b>
ADMINISTRATIVE APPROVAL: <b>Chief Operating Officer</b>	DATE <b>July 1999</b>	BOARD OF TRUSTEES (if applicable)	DATE
MEDICAL STAFF (if applicable)	DATE	OTHER	DATE
PHARMACY & THERAPUTICS (if applicable)	DATE	OTHER	DATE

B. Reference Services:

A CD ROM database system offering access to Medline and the CINAHL database is available in the library. Trained information professionals will also conduct computer-based literature searches for SJH/CHOC physicians, employees, residents, patients, and families. Searches done on Medlars databases and CINAHL are free of charge. Searches done on databases via Dialog (such as Psychological Abstracts or ABI/Inform) are cost recovered for online costs only. Search requests may be submitted via telephone, fax, e-mail, in person, or via the library website. End users may also link to databases such as Medline via the library's website.

Ready reference service offering quick answers to factual questions involving medical library collection is organized utilizing the National Library of Medicine (NLM) classification system and MeSH headings. Or "card catalog" is online in the medical library. Journals are arranged alphabetically by title. Nursing and consumer health materials are in separate collections. Periodically, older materials are moved to offsite storage or weeded.

C. Current awareness service:

Library staff can develop a computer profile to track new literature in any subject area in medicine/health care delivery via the Medline database. Patrons receiving this SDI (Selective Dissemination of Information) service would then receive monthly printouts listing new articles in their area of interest. Library staff can also route selected journals and send table of contents of selected journals. Quarterly Burlew Library Newsletter lists new library materials as well as library items of interest to patrons. The Burlew Library News is posted on the library's website, is sent to all SJH/CHOC departments, and is sent to individual physicians up on requests'.

D. Collection Development:

Suggestions for collection development should be submitted on the "Request for library purchase" form. Requests will be approved/disapproved in accordance with the policies/guidelines established in the Burlew Medical Library Selection policy and fiscal constraints. Gifts to the library will be acknowledged with a thank you letter briefly summarizing the donated item. No monetary evaluation is made. The library reserves the right to determine whether or not a material will be added to the collection

E. Document Delivery Services

Contact Burlew Medical Library for the current fee schedule for document delivery services. Patrons may request pulling of library materials available at Burlew Medical Library (free) or photocopy of library materials for a fee. Materials not available in at Burlew Medical Library will be obtained via other libraries/entities. RUSH FAX surcharges apply on top of customary interlibrary loan fees. Document delivery request may be requested directly off of lit search printouts, or mailed/faxed/e-mail/delivered to the medical library. A photocopier is available in the library for patrons who wish to do their own copying. Copies can also be charged to department if approved by the department. Departmental cost center charges for document delivery services are billed annually as a cost transfer to departments. Additionally, patrons may utilize the electronic form for document deliver on the library website or use Loansome Doc to relay requests to Burlew Medical Library.

F. Department Collections:

Burlew Medical Library no longer orders catalogs for departmental book purchases. However, Burlew Medical Library continues to coordinate departmental journal purchases. Journals are ordered through our journal vendor whenever possible. When not possible, journals are ordered directly from the publisher. Once a year, usually in the early fall, Burlew Medical Library places a large-scale order for journals for the upcoming calendar year. Anticipating journal needs for the upcoming year as much as possible is appreciated. Centralized records of journals held throughout departments in both SJH/CHOC are maintained in Burlew Medical Library. Therefore, duplication of journal titles is discouraged.

G. Library Services to patients and their families:

Burlew Medical Library maintains a core collection of library materials on health topics oriented to the layperson. Inpatients seeing a physician on staff at SJH/CHOC may check out materials from the collection after completing a brief identification card. Patients requesting medical information may do so through the medical library. Outpatients and their families may utilize all materials within the confines of the medical library. Burlew Medical Library staff cannot interpret or explain the medical literature to patients and their families. Patients and families may also use the consumer health sections of the library's website at <http://www.burlewmedicallibrary.org>.